



Foreign Affairs Handbook

3 FAH-1 – Personnel Operations Handbook

Transmittal Letter: POH-46

Date: May 4, 1998

SUBCHAPTERS 3 FAH-1 H-2330, H-2340, H-2750, and H-2790

MAJOR CHANGES

1. Section 3 FAH-1 H-2791 – Application Procedures is the former 3 FAM 842.4. The text has been changed to indicate where the application should be submitted, and there is no longer a Career Mobility Staff.
2. Sections 3 FAH-1 H-2793.2, 3 FAH-1 H-2793.3, and 3 FAH-1 H-2793.4 are former 3 FAM 842.6 b, c, and d.
3. Section 3 FAH-1 H-2794.1 is former 3 FAM 842.7. There has been a major change – An EER will no longer be prepared for each candidate, but rather a memorandum of training will be done.
4. Section 3 FAH-1 H-2794.2 is former 3 FAM 842.7b. There are two changes in this section. The 45-90 days for improvement to be demonstrated has been changed to only 45 days, and unsatisfactory performance will be reflected in a memorandum retained in internal CDA files in lieu of being reflected in a regular appraisal report.
5. Sections 3 FAH-1 H-2794.3, 3 FAH-1 H-2794.4, 3 FAH-1 H-2795, and 3 FAH-1 H-2796 are former 3 FAM 842.7C, 3 FAM 842.7D, 3 FAM 842.7E, and 3 FAM 842.7F respectively.
6. The current 3 FAH-1 H-2790, Diversity Training, has been moved to 3 FAH-1 H-2715.
7. Subchapter 3 FAH-1 H-2340, Personnel Actions, is a new subchapter in the Personnel Operations Handbook. This subchapter contains material that has not previously been published by the Department, and it explains the procedural aspects of preparing a SF-52, Request for Personnel Action, and a SF-50, Personnel Action. It applies to all Foreign Service and Civil Service personnel actions executed by the Department of State.

8. Revisions since the last update appear in italics. The italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.
9. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

FILING INSTRUCTIONS

1. Insert the 3 FAH-1 H-2330, Unassigned page, and the new subchapter 3 FAH-1 H-2340 after subchapter H-2320 in the Personnel Operations Handbook (67 pages total).
2. Remove and destroy the text of the old subchapter 3 FAH-1 H-2790, (issued under TL:POH-28, dated 1-2-97; 6 pages total), and insert the 3 FAH-1 H-2750 THROUGH H-2780 Unassigned page and the attached revised subchapter 3 FAH-1 H-2790 (7 pages total).
3. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, then fill in the entry line for TL:POH-46 05-04-1998, and initial.

DISTRIBUTION NOTICE

1. The *Foreign Affairs Handbooks* (unclassified) are issued primarily in CD-ROM format. For information on this program, including information regarding public inquiries, contact the INFOEXPRESS Coordinator, A/RPS/MMS/CB, directly. The Coordinator is located in Room 1659 NS, 202-736-4940, FAX 202-736-4924. E-Mail via DOSNET: INFOEXPRESS.
2. All posts and offices keeping paper versions of *Foreign Affairs Handbooks* are responsible for maintaining their FAHs on a current basis (see 2 FAM 1116.5), and for ensuring that all copies (including binders) are either retained or returned to A/RPS/DIR if no longer needed. **When returning excess or unused materials include your office/post symbols and inform MMS/PB and your message center if you need to have your distribution reduced** (this generally applies only to time-sensitive paper issuances). A/RPS/MMS/PB, Room 1853, 202-736-7470, FAX 202-647-4535, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).

3. Use KFAM and AINF TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the 3 FAM Volume Coordinator, who may be reached at 410-597-8197 or the office indicated at the end of this transmittal letter.

(PER/CSP)
(PER/EX/IM)